IOWA DEPARTMENT OF PUBLIC HEALTH
BUREAU OF SUBSTANCE ABUSE

REDCap Prevention System User Manual

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Contents

Iowa Department of Public Health
June 2021

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Introduction

Iowa Department of Public Health (IDPH) Integrated Provider Network (IPN) prevention contractors will use the Research Electronic Data Capture (REDCap) Prevention System to report direct prevention services provided through the IPN grant. This guide provides a detailed overview of REDCap and serves as a resource for prevention data entry.

Data Entry Due Dates

IDPH will review and approve REDCap entries on a monthly basis. IPN contractors must adhere to the following data entry due dates:

- **Prevention Data Reporting** - due in REDCap by the 15th day of the month following the services.
- Prevention **Data Corrections** - due in REDCap by the 15th of the month following identification of the error(s).

Data Entry Due Date Extension Requests

A written request for a data entry extension including the reason(s) for the extension must be sent, via Correspondence in IowaGrants.gov, to the state system administrators at least five business days prior to the data entry or corrections deadline. The Correspondence must be addressed to Julie.Hibben@idph.iowa.gov, Katie.Bee@idph.iowa.gov, and Mary.Crawford@idph.iowa.gov.

The submission of an extension request does not guarantee approval of the request. Requests for an extension to enter data after the contract due date will be granted only in emergency situations. If the request is approved by the Department, the contracted agency will be granted a designated timeframe to complete the necessary revisions. Only one extension request per fiscal year will be granted, per Service Area.

In the event that REDCap prevents user access due to system issues, IDPH may grant data entry or correction extensions to the affected IPN contractors. The length of extension will be determined at the time of occurrence by the Department. The Department will notify all IPN contractors of any system issues and extensions upon resolution of the issue and assessment of the impact.

Data Entry Records

IPN contractors are not required to use paper data entry forms but are responsible for retaining data records and supporting documentation according to the requirements located in the IDPH General Conditions, Section 3, Accounts and Records and in the IDPH Substance Use and Problem Gambling Services Integrated Provider Network (IPN) Request for Proposal.

System Requirements

REDCap is compatible with up-to-date versions of most Internet browsers such as Google Chrome, Internet Explorer version 11, and Mozilla Firefox. **Google Chrome is the preferred browser.**
- Note: Support for Internet Explorer version 11 will end on 6/15/2022 and will be replaced with Microsoft Edge.

REDCap Questions

For questions and assistance regarding IPN prevention data reporting requirements, contact the Substance Abuse Problem Gambling (SAPG) Data Help Desk via email at sapgdata@idph.iowa.gov (preferred) or 866-339-7913 (toll free). Hours of operation are Monday to Friday from 9:00 a.m. to 3:00 p.m. (excluding holidays).

SAPG Data Help Desk calls go directly to voicemail where the message left is transcribed and sent directly to sapgdata@idph.iowa.gov where they are then assigned to the appropriate staff.

When leaving a message, please speak slowly and clearly to ensure an accurate transcription is made. The following must be included in the message:

- First and last name;
- Agency name;
- Phone number;
- Best time to be reached; and,
- The nature of the assistance needed.

SAPG Data Help Desk personnel will usually respond to your request within one business day.

REDCap General Navigation

Logging into REDCap

Use this link https://redcap2.idph.state.ia.us/ to access the REDCap Prevention System or copy the URL into a preferred internet browser (see the system requirements listed above). The user will be directed to the following login screen:

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REDCap Log In

Welcome to the Iowa Department of Public Health Substance Abuse and Problem Gambling Prevention REDCap System.

Please log in with your user name and password. If you are having trouble logging in, please contact SAPG Data Helpdesk .

| Username: | |
| Password: | |

Log In   Forgot your password?

To receive a REDCap system-generated User ID and Password, agency staff must first have a staff account. Agency staff need to contact the SAPG Data Help Desk for assistance with REDCap system access.

REDCap Home Screen

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Welcome Screen

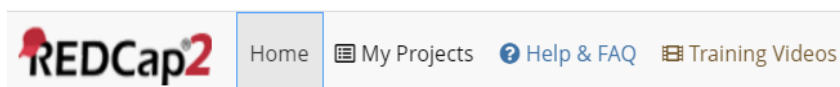**Welcome to the Iowa Department of Public Health Substance Abuse and Problem Gambling Prevention REDCap System.**

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a ⊞ brief summary video (4 min). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the Training Resources page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact SAPG Data Helpdesk .

REDCap Features

Build online surveys and databases quickly and securely in your browser - Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.

Fast and flexible - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.

Advanced instrument design features - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

e-Consent - Perform informed consent electronically for participants via survey.

Diverse and flexible survey distribution options - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.

REDCap Mobile App - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.

Training and REDCap Resources

Although the REDCap Prevention System provides general training videos and other resources, IPN contractors are required to review and follow all IDPH developed training videos and guidance.

Not all REDCap features will be available for use through the IPN grant. If an agency is interested in learning more about a specific feature, they must contact the SAPG Data HelpDesk for guidance. No additional REDCap features may be utilized without direct approval from the Department.

My Projects

Select **Integrated Provider Network Prevention SFY 2022** under **My Projects**.

Welcome to the Iowa Department of Public Health Substance Abuse and Problem Gambling Prevention REDCap System.

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. Read more To review which users still have access to your projects, visit the User Access Dashboard.

My Projects	🗁 Organize	🗀 Collapse All				Filter projects by title	✕	🔖
Project Title			PID	Records	Fields	Instruments	Type	Status
Integrated Provider Network Prevention SFY 2022			14	22	356	3 forms 4 surveys	■	☑

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Prevention Services

Data Collection Module

The Data Collection Module within REDCap is used to enter direct service hours that align with the IDPH approved prevention Action Plan/Work Plan and are completed by IPN prevention agency staff.

Add New Record

Under Data Collection, click on Add / Edit Record.

To add a new record, click the green **+Add new record** icon. The new record icon will take you to the Records Home Page.

Data Collection Requirements

Record Home Page

The data collection instrument displays the required data entry forms for the current selected record.

1. Service Data
2. Demographic Data
3. IDPH Prevention Survey PRE TEST
4. IDPH Prevention Survey POST TEST
5. IDPH Prevention Program Survey For Younger Youth (4th-5th Grades) PRE TEST
6. IDPH Prevention Program Survey For Younger Youth POST TEST

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Legend for Status Icons:
The status icons within the data collection instrument will reflect the current status of each form.

1 - Data Entry Requirements: Service Data

Click on the **Service Data** Icon under the Status Column.

Service Data Entry Instructions

    A. Record ID: REDCap will auto-generate a Record ID number when adding a new record.
    B. Agency: REDCap will auto-populate the agency name based on the user's login.
    C. Record Entered By: REDCap will auto-populate this field based on the user's login.

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D. Staff Name: Select the appropriate staff name from the drop down list. This is the name of the staff member providing the direct service and not the staff member entering the data.
E. Service Area: Select the Service Area.
F. County: Select the county where the service was provided.
G. Date of Service: Select the actual date of service from the Calendar or enter the date of service. *This is not the date in which the data was entered into REDCap.*

A	Record ID	10-2
B	Agency	Pathways Behavioral Services
C	Record Entered By: * must provide value	mmurdock0077
D	**Staff Name**	Steve Steves ▾
E	**Service Area** * must provide value	● 8 reset
F	**County** * must provide value	○ Black Hawk ○ Bremer ● Buchanan ○ Butler ○ Chickasaw ○ Grundy reset
G	**Date of Service** * must provide value	05-23-2021 📅 Today M-D-Y DD-MM-YYYY

One-Time Service

A One-Time Service frequency is selected for a prevention service which generally occurs once (e.g., speaking engagement, coalition meeting, stakeholder engagement, etc.) and that, through the practice or application of recognized prevention strategies, is intended to inform or assist general or specific populations regarding substance misuse and/or problem gambling prevention issues.

Recurring Service

A Recurring Service frequency is selected for a recurring program (e.g., Life Skills Training). A Recurring Service is defined as a service provided to a specific group of people who are enrolled for a fixed period of time, in a planned sequence of activities that, through the practice or application of recognized prevention strategies has specific criteria for determining completion.

One-Time Service: Go directly to the One-Time Service Instructions.
Recurring Service: Go directly to the Recurring Service Instructions.

Note:
- Evidence-based programs are not associated with a Universal Indirect IOM. Examples include:
  - LifeSkills Elementary School
  - Project Towards No Drug Abuse
  - Stacked Deck
- Only IDPH approved evidence-based programs will be identified within REDCap.

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Service Data Entry Instructions: One-Time Service Frequency

H. Center for Substance Abuse Prevention (CSAP) Strategy
Select the CSAP Strategy from the list. Options include:
i)   **Alternatives**
ii) **Community-Based Process**
iii) **Environmental**
iv) **Information Dissemination**
v)   **Problem ID & Referral**

Note: Education is not listed under the One-Time Services field.

i)   **Alternatives**: When selecting Alternatives, you will be required to pick (1) Activity Code, (2) Service Provided, and (3) Service Description from the drop down lists.
(1) Activity Code: Select the appropriate option
(2) Service Provided: Select the appropriate option
(3) Service Description: Select the appropriate option

Data Entry Fields - Alternatives:

ii) **Community-Based Process**: When selecting Community-Based Process, you will be required to pick (1) Activity Code, (2) Service Provided, and (3) Service Description from the drop down lists.

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(1) Activity Code: Select the appropriate option
(2) Service Provided: Select the appropriate option
(3) Service Description: Select the appropriate option

Date Entry Fields - Community Based:

iii) **Environmental:** When selecting Environmental, you will be required to pick (1) Environmental Strategy Name, (2) Activity Code, (3) Service Provided, and (4) Service Description from the drop down lists.
(1) Environmental Strategy Name: Select the appropriate option
(2) Activity Code: Select the appropriate option
(3) Service Provided: Select the appropriate option
(4) Service Description: Select the appropriate option

Date Entry Fields - Environmental:

iv) **Information Dissemination:** When selecting Information Dissemination, you will be required to pick (1) Activity Code, (2) Service Provided, and (3) Service Description from the drop down lists.
(1) Activity Code: Select the appropriate option
(2) Service Provided: Select the appropriate option
(3) Service Description: Select the appropriate option

Date Entry Fields – Information Dissemination:

v) **Problem ID & Referral:** When selecting Problem ID & Referral, you will be required to pick (1) Activity Code, (2) Service Provided, and (3) Service Description from the drop down lists.
(1) Activity Code: Select the appropriate option
(2) Service Provided: Select the appropriate option
(3) Service Description: Select the appropriate option

I. Strategic Prevention Framework (SPF)
Select the SPF step from the list. IPN contractors will use their discretion when selecting the appropriate SPF step utilized. Options include:
i) Assessment
ii) Capacity
iii) Planning
iv) Implementation
v) Evaluation

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J. Institute of Medicine (IOM)
   Select the appropriate IOM field from the list. Options include:
   i) Indicated
   ii) Selective
   iii) Universal Direct
   iv) Universal Indirect

K. Priority Area
   Select the appropriate Priority Area field from the list. Options include:
   i) Alcohol
   ii) Marijuana
   iii) Methamphetamine
   iv) Prescription Medication/Opioids
   v) Problem Gambling
   vi) Suicide
   vii) Tobacco

L. Number of Required Sessions
   This value is auto-populated (one session only).
M. Session Number
   This value is auto-populated (one session only).
N. Duration of Session (In Minutes)
   Enter the Duration in 30-minute increments to the nearest half or whole hour.
O. Total Duration of Sessions
   No entry is required. A blank field will display for a one-time service frequency.
P. Service Population
   Select the appropriate Service Population.
Q. Number of Participants
   Enter the number of Participants.

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L	Number of Required Sessions		
	* must provide value	1	View equation
M	Session Number	1	
N	Duration of Session (In Minutes)		
	* must provide value		
O	Total Duration of Sessions		View equation
P	Service Population		⌄
	* must provide value		
Q	Number of Participants		
	* must provide value		

R. Demographic Disclaimer
- a. **Acknowledgement:** Must check the box to continue.

S. Form Status
- b. Select **Complete** once you have finished entering all **Service Data** requirements.
- c. Click **Save & Exit Form.**

R   Demographic Disclaimer
* must provide value

☑ I acknowledge that I need to Enter Demographic Information for this Service

S   Form Status

Complete?   Complete ⌄

Save & Exit Form   Save & ...   ▼

Service Data Entry Instructions: Recurring Service Frequency

Frequency
* must provide value

○ One-Time Service
◉ Recurring Service

reset

A. Center for Substance Abuse Prevention (CSAP) Strategy
Select the CSAP Strategy from the drop down list. Options include:
- i) **Education**
- ii) **Problem ID & Referral**

A   Center for Substance Abuse Prevention (CSAP) Strategy
* must provide value

○ Education
○ Problem ID & Referral

reset

- i) **Education**: When selecting Education, you are required to pick (1) Activity Code and (2) Service Provided from the drop down lists.
  - (1) Activity Code: Select the appropriate option
  - (2) Service Provided: Select the appropriate option

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Data Entry Fields - Education:

ii) **Problem ID & Referral**: When selecting Problem ID & Referral, you are required to pick (1) Activity Code and (2) Service Provided from the drop down lists.
   (1) Activity Code: Select the appropriate option
   (2) Service Provided: Select the appropriate option

Data Entry Fields – Problem ID & Referral:

B. Strategic Prevention Framework (SPF)
Select the SPF step from the list. IPN contractors will use their discretion when selecting the appropriate SPF step utilized. Options include:
   i) Assessment
   ii) Capacity
   iii) Planning
   iv) Implementation
   v) Evaluation

C. Institute of Medicine (IOM)
Select the appropriate IOM field from the list. Options include:
   i) Indicated
   ii) Selective
   iii) Universal Direct

D. Select the appropriate Priority Area field from the list. Options include:
   i)   Alcohol
   ii) Marijuana
   iii) Methamphetamine
   iv) Prescription Medication/Opioids
   v)   Problem Gambling
   vi) Suicide
   vii) Tobacco

E. Evidence-based Program
   Select the appropriate evidence-based Program from the drop down list.
F. Number of Required Sessions
   Value will auto-populate based on the evidence-based Program selected (E).
G. Program Year
   Select the appropriate program year for the survey. For single-year programs, select "1".
   For multi-year programs, select the year of the program.
H. Session Number
   This value will auto-populate.
I. Duration of Session (In Minutes)
   Enter the Duration in 30-minute increments to the nearest half or whole hour.
J. Group Name
   Select the appropriate Group Name from the drop down list.
K. Total Duration of Sessions
   This value is auto-populated.
L. Service Population
   Select the appropriate Service Population.
M. Number of Participants
   Enter the Number of Participants

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E	Evidence Based Program	LifeSkills Elementary School
F	Number of Required Sessions * must provide value	8 View equation
G	"What program year is this survey for? (For single-year programs, select "1". For multi-year programs, select the year of the program.) * must provide value	● 1 ○ 2 ○ 3 ○ 4 ○ 5 reset
H	Session Number	1
I	Duration of Session (In Minutes) * must provide value	60
J	Group Name * must provide value	Johnson HS 10A ˅
K	Total Duration of Sessions	View equation
L	Service Population * must provide value	Elementary School Students ˅
M	Number of Participants * must provide value	20

N. Demographic Disclaimer
- a. **Acknowledgement:** Must check the box to continue.

O. Form Status
- b. **Select "Complete"** once you have finished entering all **Service Data**.
- c. Click **Save & Exit Form.**

N	**Demographic Disclaimer** * must provide value ☑ I acknowledge that I need to Enter Demographic Information for this Service	
O	**Form Status**	
	Complete?	Complete ˅
		Save & Exit Form Save & ... ▾

Deleting a Record
1) Choose the corresponding record number from the "select record" drop down menu.
2) Select the appropriate Service Data Record (click the green icon next to the Service Data Record).
3) Scroll down to "Form Status".
4) Select "Delete data for THIS FORM only.
5) Select "Delete data for THIS FORM only (to confirm).

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Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: 22	
Choose an existing Record ID	1. -- select record -- ▾
	+ Add new record
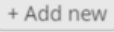
Record ID 19-1

▽	**Data Collection Instrument**	**Status**
	Service Data	● +
	Demographic Data	○
	IDPH Prevention Survey PRE TEST (survey)	○
	IDPH Prevention Survey POST TEST (survey)	○
	IDPH Prevention Program Survey For Younger Youth (4th-5th Grades) PRE TEST (survey)	○
	IDPH Prevention Program Survey For Younger Youth POST TEST (survey)	○

Repeating Instruments

Service Data (1)   ▽

1   ●   **2**

+ Add new

3 **Form Status**

Complete?	Ⓗ Complete ▾

Save & Exit Form   Save & ... ▾

-- Cancel --

4 Delete data for THIS FORM only
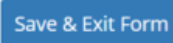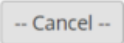
Record Status
When completing a data collection segment, the status icon will turn green. To add an additional instance to the record, select the "+" next to the status icon.

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2 - Data Entry Requirements – Demographic Data

Click on the **Demographic Data** Icon under the Status Column.

Enter participant counts in each demographic category. The total of each demographic section must equal the number entered in the Number of Participants field in the Service Data form.

Note: The "Unknown" demographic category fields should not be completed, as contractors must be able to accurately track the number of individuals served with prevention services (see Capturing Demographics in REDCap on page 23).

    A. Gender
    B. Race
    C. Ethnicity
    D. Age

A Gender

Males	
* must provide value	15

Females	
* must provide value	5

Gender Unknown	
* must provide value	0

B Race

White	
* must provide value	5

Black / African American	
* must provide value	5

Native Hawaiian / Other Pacific islander	
* must provide value	5

American Native / Alaskan Native	
	5

Asian	
* must provide value	0

More than One Race	
* must provide value	0

Race Unknown or Other	
* must provide value	0

C Ethnicity

Hispanic or Latino	
* must provide value	10

NOT Hispanic or Latino	
* must provide value	10

Ethnicity Unknown	
* must provide value	0

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D Age

Age 0-4 * must provide value	0
Age 5-11 * must provide value	5
Age 12-14 * must provide value	5
Age 15-17 * must provide value	5
Age 18-20 * must provide value	5
Age 21-24 * must provide value	0
Age 25-44 * must provide value	0
Age 45-64 * must provide value	0
Age 65 and Over * must provide value	0
Age Unknown * must provide value	0

E. Form Status
- d. **Select "Complete"** once you have finished entering all **Service Data**.
- e. Click **Save & Exit Form.**

E Form Status

Complete?   Complete ▾

Save & Exit Form   Save & ... ▾

Data Collection Instrument	Status
Service Data (survey)	🟢 +
Demographic Data	🟢
IDPH Prevention Survey PRE TEST (survey)	◯
IDPH Prevention Survey POST TEST (survey)	◯
IDPH Prevention Program Survey For Younger Youth (4th-5th Grades) PRE TEST (survey)	◯
IDPH Prevention Program Survey For Younger Youth POST TEST (survey)	◯

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Search Existing Records

To search for an existing record, use the navigation menu on the left navigation pane. Under Data Collection, click **Add /Edit Records.**

Data Collection —
Alcohol and Drug Dependency Services [−]

▦ Record Status Dashboard
📄 Add / Edit Records
Show data collection instruments

Next, select the record you are searching for from the **"Choose an existing Record ID"** drop down list**.**

Total records: **7**

Choose an existing Record ID	-- select record -- ⌄
	➕ Add new record

Capturing Demographics in REDCap

Individual Level Demographics

IPN contractors are responsible for determining the most effective way of collecting individual level demographic data. These data should be collected during each prevention service provided and in a way that most effectively captures those served.

While there are a variety of ways to collect individual level data, below are a few examples to consider:

- **Observation**: collaborate with community stakeholders who can track and provide a report detailing demographic data to the IPN contractor following the direct service;
- **Online tracking**: utilize virtual tools to capture demographic information (i.e. online registration, polling questions, etc.);
- **Sign-in sheet**: develop a sign-in sheet that aligns with the demographic data set in REDCap;
- **Surveys**: capture participant information on survey instruments to accurately document program demographics.

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Population Level Demographics

In addition to individual level demographic data, IPN contractors shall collect and maintain population level demographic data for the STN04, STN05, STN08, STV04, and STV05 activity codes. The guidance below will help in determining the most accurate counts to report.

- If the population of focus being reached represents an **organization**, contact the organization(s) or look at its website to find estimates.
- If the population of focus being reached represents a **school(s) or district(s)**, find enrollment information from the Iowa Department of Education website, and then calculate an estimate for specific grade level(s)/age(s), whichever is relevant.
- If the population of focus being reached represents a **broader** audience, find demographic information by visiting the United States Census Bureau, QuickFacts Iowa, and then calculate an estimate for the specific community demographics.

Please contact the Department at bsaprevention@idph.iowa.gov for help calculating an estimate.

Activity Codes

Information Dissemination

Information Dissemination provides awareness and knowledge of the nature and extent of substance misuse and/or problem gambling and its impact on individuals, families, and communities. The strategy is intended to increase knowledge and awareness of available prevention programs and services and does not serve as agency promotion. Information Disseminations characterized by one-way communication from the source to the audience, with limited contact between the two.

Materials Development

The creation of original documents and other educational pieces for use in Information Dissemination activities related to substance misuse and/or problem gambling and the effects on individuals, schools, families, and communities.

Services under this category include audiovisual materials, printed materials (i.e. flyers, one-pagers, and brochures), newsletters, and public service announcements. **Time spent researching and obtaining information for the creation of an original document are counted as indirect hours.** Direct hours are those hours dedicated towards the actual creation of the document.

- Eight-hour maximum for a 30- to 60- second radio PSA development including recording per State Fiscal Year, per strategy
- Twenty-hour maximum for newsletter development (not for agency promotion) per State Fiscal Year, per strategy
- Twenty-hour maximum for printed materials (i.e. flyers, one-pagers, brochures) per State Fiscal Year, per strategy
- Twenty-hour maximum for original audio-visual material development per State Fiscal Year, per strategy

The Department has developed a variety of draft resources to be used under the Information Dissemination Activity Code. IDPH funded prevention agencies are encouraged to view the [Your Life Iowa Media Center](#) to view all available resources prior to dedicating staff time to creating original documents. All documents utilized or created must be listed within the IDPH approved Action Plan/Work Plan for direct services hours to be counted.

Note: Media materials need to be substance misuse and/or problem gambling prevention content-specific as opposed to advertisement for agency promotion, services, or events. Contractors must request and receive IDPH approval prior to creating any Materials Development resources. This is to avoid any potential duplication of material that may already be created by the Department or another Department funded prevention agency.

Collecting Media Type Demographic Data

All population-based media services entered into the REDCap data collection system must include demographics. These data are important as they represent the number of Iowans reached with prevention messages that are funded through state and federal grants.

Department funded IPN prevention contractors may choose to collect these data by visiting the media outlets website to see if demographic data are readily available. If data are not available via the website, then directly asking media outlets to provide analytic data to track the impact of the prevention service may be necessary.

While not a complete list, below are a variety of ways to collect media platform demographic data.

- **Radio** - listenership analytics are captured by individual stations.
- **Newspaper** - each newspaper collects the number of people reached through print/web ads.
- **Billboards** - analytics on the number of daily impressions are often available upon request from the company.
- **Social media ad placement** - analytics are captured via reports on social media platforms. These data are often readily available to users and may include the number of downloads, shares, or visits for a specific ad.
- **Print ads/flyers** - counts are based on the actual number of print material disseminated.
- **TV ads** - the number of viewers are collected by each station.

IAN18 Online Conference Call, Meeting, or Webinar

Services intended to provide information about substance misuse and/or problem gambling prevention using the Internet/telephone to replace in-person meetings or presentations.

In order to count direct service hours towards IAN18, prevention staff must *actively* (Ex. provide current data or facts on a prevention topic, process evaluation results and identify next steps, or update on a prevention project.) participate in the online call, meeting or webinar. This code is intended to support and enhance in-person prevention services and should in no way replace community-based prevention services.

- Telephone calls, text messages, or email used for preparation time, agenda creation, or meeting plans are a part of day-to-day business and are recorded as indirect hours.

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- Direct Service hours counted towards this activity must reflect the actual amount of time spent providing the prevention services.
- Active participation of at least thirty (30) minutes is required to count as Direct Service

Service location for IAN18 should be listed as where the staff is while providing the service or the target area for the service. Example: A conference call where there are participants representing multiple areas, the service location is entered as the staff's own location.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

IAN19 Small Informational Session

An in-person prevention service intended to impart information about substance misuse and/or problem gambling issues to general or targeted individuals or small groups.

Note: The maximum number of participants allowed for this activity is twenty (20).

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:

- Individual face-to-face presentations
- Short-term educational groups (not recurring services)
- Parent & child programs

IAN20 Media Interview

Services intended to provide information about substance misuse and/or problem gambling prevention through radio interviews, newspaper interviews and other media events where the audience is indirectly receiving substance misuse and/or problem gambling related information. Media interviews counted under this Activity Type may not be for agency promotion.

👉 Select a Universal Indirect category. Participant demographics are reported as exact counts.

Examples:

- Newspaper, television, radio interview
- Recognition month media request separate from an IDPH media campaign

Note: Select this code when participating in an independent media interview that is separate from an IDPH approved media campaign used as an Environmental Strategy.

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STN02 Health Fair/Community Event

Generally, this is a school- or community-focused event that offers an opportunity to provide information on substance misuse and/or problem gambling prevention and health-related issues and interact with the persons in attendance. Direct Service hours counted towards this activity must be able to capture demographics by actively engaging with participants. For this activity code, actively engaging means having intentional face-to-face conversations with participants to share information related to substance misuse and/or problem gambling.

Note: There is a twenty (20) hour maximum for contractor Health Fair/Community Event participation per State Fiscal Year.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

STN04 Audiovisual Material

Note: Prevention material developed involving audio/visual components must have prior approval from IDPH staff to be considered direct service.

This code is used for a completed audiovisual project that meets the following criteria:

- Presentation will be used multiple times by other agency staff.
- Original presentation development is limited to a maximum of five (5) hours per project or as approved by IDPH.
- Presentations will be properly formatted in layout, spelling, and grammar in accordance with APA style guidelines.
- Presentations will utilize best practice/proven resources and research when developing materials and include citations.
- Contractors must acknowledge IDPH and SABG funding on websites, materials, campaigns, and other communications or platforms that reference Integrated Provider Network services using the following citation,
    - **"{Contractor} is part of the IDPH Integrated Provider Network, with services funded by the Iowa Department of Public Health and the U.S. Dept. of Health and Human Services Substance Abuse and Mental Health Services Administration."**
- Images used must be appropriate for the population of focus and the source noted.
- Completed material will be shared with all funded contractors on the IDPH website.

Note: See the IDPH General Conditions about copyrights for projects created.

👉 Select a Universal Indirect category. Participant demographics are reported as exact counts.

Examples:

- PowerPoint presentation
- Scripts for social media video/recording, such as YouTube

Note: PowerPoint presentations developed for individual staff use are considered a part of preparation as indirect time and not entered into the REDCap system.

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STN05 Written Material

Written materials designed to inform individuals, schools, families, and communities about the effects of substance misuse and/or problem gambling prevention approaches and services.

👉 Select a Universal Indirect category. Participant demographics are reported as exact counts.

Examples:

- Brochures
- Fact sheets
- Flyers
- Newsletters
- Newspaper articles
- Pamphlets
- Posters

STN08 Public Service Announcement (PSA)

A media message provided through public means at no charge, designed to inform audiences concerning substance misuse and/or problem gambling prevention messages and the effects on individuals, schools, families, and communities but not for agency promotion. This service needs to be utilized in collaboration with IDPH media campaigns.

👉 Select a Universal Indirect category. Participant demographics are reported as exact counts.

Examples:

- Radio PSA
- Television PSA
- Social media PSA

STN17 Speaking Engagements

A wide range of activities intended to impart information about substance misuse and/or problem gambling prevention issues to general and/or targeted audiences. **This code is used for groups of greater than 20 participants.**

Note: A one-time presentation for groups of twenty (20) or fewer participants should be entered under IAN19 Small Informational Session.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:

- Briefings

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- News conferences
- One-time assembly presentations
- One-time classroom presentations
- One-time presentations to coalitions or other community groups
- Speeches/Talks

Education

Education builds skills through structured learning processes. Substance misuse and/or problem gambling prevention education involves **two-way communication** and is distinguished from the Information Dissemination strategy by the fact that interaction between the educator and/or facilitator and the participants is the basis of its components. Services under this strategy aim to improve critical life and social skills, including decision-making, refusal skills, critical analysis, and systematic judgment abilities.

Types of services conducted and methods used for implementing this strategy include the following: Children of parents/guardians with substance use disorders groups, classroom educational services, and educational services for youth groups, parenting/family management services, and small group sessions.

- All evidence-based programs/policies/practices (EBP) implementation must be done with fidelity as outlined by the developer. All adaptation changes, regardless of their motives, need to be reviewed and approved in the context of maintaining fidelity to the core components of the program. An EBP Modification/Adaptation Form will need to be submitted to the Department for review and approval prior to implementing any changes to an approved program, practice, policy.
- The EBP Review Team will review and approve/deny all requests in a timely manner. Contractors are encouraged to identify alternative curriculum to utilize in the event the EBP Modification/Adaptation Form is denied.
- Only IDPH approved evidence-based programs/policies/practices shall be entered into REDCap.
- Contractors must implement the entire evidence-based program themselves. Time spent sharing information about evidence-based strategies for motivating other organizations to implement an evidence-based program is entered as information sharing or technical assistance as a one-time service.
- Pre and post survey administration must follow the guidelines as directed by the Department. All surveys must be administered by the contractor (not teachers or other professionals outside the contracted organization) and secured to ensure confidentiality of all participants.
- All evidence-based programming must be implemented by a single staff member; no co-facilitation will be allowed.

Note: The Service Provided field within REDCap will only list "Implemented EBP" as an available option. This must be selected for all recurring services provided through evidence-based Programming.

STE01 Children of Parents/Guardians with Substance Use Disorders

Substance misuse prevention educational services focused on children of parents/guardians with substance use disorders.

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Primary prevention services are not intended for individuals with a substance use disorder diagnosis or for those in treatment.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:

- Evidence-based curriculum developed specifically for children of parents/guardians with substance use disorders. Example: Curriculum Based Support Group Program.
- Groups held at schools or youth serving organizations focused on increasing protective factors, understanding substance use disorders, and increasing coping skills.
- Evidence-based curriculum implementation for a small group of selective students with family history of substance use disorders.

STE02 Classroom Educational Services

Prevention lessons, seminars, or workshops that are recurring and are presented primarily in a school or college classroom.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Example:

- Delivery of evidence-based programs

STE04 Parenting/Family Management Services

Structured classes and programs intended to assist parents and families in addressing substance misuse and/or problem gambling risk factors, implementing protective factors, and learning about the effects of substance misuse and/or problem gambling on individuals and families. Topics typically include parenting skills, family substance misuse risk factors, family protective factors, and related topics. **Primary prevention services are not intended for individuals with a substance use disorder diagnosis or for those in treatment.**

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:

- Parent effectiveness training
- Parenting and family management classes
- Prevention programs focusing on the family
- Programs designed to strengthen families

STE06 Small Group Sessions

Provision of educational services to youth or adults in **groups of not more than 25 participants**. (For services to Children of Parents/Guardians with Substance Use Disorders

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Groups use STE01.)

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:

- Prevention education groups for faith communities
- Short-term prevention education groups
- Substance misuse and/or problem gambling prevention education groups
- Workplace prevention education groups

Alternatives

Alternatives provide activities that exclude substance misuse and/or problem gambling. The purpose is to discourage use of alcohol and other drugs by providing healthy activities.

IPN contractors may use only Iowa code IAA01 Alternative Activity Technical Assistance for alternative activities. Technical assistance/consultation should focus on acceptance of alternative activities in communities and best practices in implementing alternative activities. IPN Contractors may be an active collaborator in planning for the activity but should not take the lead on these efforts.

Note: IPN funding cannot be used for participation in the alternative activity (e.g., chaperones), serving in the role of running a program or activity, or coordinating the activity.

These funds cannot be used towards the enforcement of ATOD or problem gambling statewide laws and statewide ATOD or problem gambling policy efforts.

IAA01 Alternative Activity Technical Assistance

Technical assistance to community groups/agencies related to their sponsored activities. The core function of an IPN contractor is to collaborate with local coalitions, civic/community groups, and stakeholders to discuss the benefits of an alternative activity as part of an overall prevention approach.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples of technical assistance to the following types of programs/activities:
- After school programs
- ATOD or gambling focused school or community events
- Mentoring programs
- Teen or senior citizen community center activities

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Environmental

Environmental strategies establish or change written and unwritten community standards, codes, and attitudes, thereby influencing the incidence and prevalence of the misuse or abuse of alcohol, tobacco, and other drugs (ATOD) and/or problem gambling behaviors by the general population. This strategy is divided into two subcategories to permit distinction between activities that center on legal and regulatory initiatives and those that relate to service- and action-oriented initiatives.

The two subcategories include IAV and STV codes.
- **IAV codes** are selected for the direct service hours that take place leading up to policy change.
- **STV codes** are selected when the policy change occurs.

Note: All direct service hours provided for TIPS training will be coded under STV03 Preventing Underage Alcoholic Beverage Sales and will not have a separate IAV code.

Types of services conducted and methods used for implementing this strategy include the following: environmental consultation to communities; preventing underage alcoholic beverage sales; establishing ATOD-free policies; changing environmental codes, ordinances, regulations, and legislation at the local level; and local public policy efforts.

Note: Lobbying is NOT allowed for public employees or for contractors funded with state and federal dollars.

The Substance Abuse Prevention and Treatment (SAPT) Block Grant does not fund statewide ATOD policy change.

IAV02 Social Host Environmental Process
Technical assistance/consultation services to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations and legislation
- Policies and procedures
- Preventing underage alcoholic beverage sales and other ATOD availability
- Public policy campaigns
- Substance misuse norms and/or standards

This code is **used only for services leading up to a specific environmental change at the local level**. Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.

When the final product/process/policy has been completed, enter the final date of service into REDCap under one of the appropriate environmental codes STV04 – STV05.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

IAV03 ATOD-Free Workplace Environmental Process

Technical assistance to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations and legislation
- Workplace policies and procedures
- Public policy campaigns
- Substance misuse norms and/or standards

This code is **used only for services leading up to a specific environmental change at the local level.** Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.

When the final product/process/policy has been completed, enter the final date of service into REDCap under one of the appropriate environmental codes STV04 – STV05.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

IAV04 ATOD-Free School Zones Environmental Process

Technical assistance/consultation services to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations and legislation
- School policies and procedures
- Public policy campaigns
- Substance misuse norms and/or standards

This code is **used only for services leading up to a specific environmental change at the local level**. Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.

When the final product/process/policy has been completed, enter the final date of service into Redcap under one of the appropriate environmental codes STV04 – STV05.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

IAV05 ATOD-Free Policies for Community or County Events Environmental Process

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Technical assistance/consultation services to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations and legislation
- Community and/or county policies and procedures
- Public policy campaigns
- Substance misuse norms and/or standards

This code is **used only for services leading up to a specific environmental change at the local level**. Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.

When the final product/process/policy has been completed, enter the final date of service into REDCap under one of the appropriate environmental codes STV04 – STV05.

Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Media Campaigns

An IDPH approved media campaign should be a course of organized services in pursuit of a specific goal. Selected media campaigns must be data driven and based on those data collected during the Assessment step of the Strategic Prevention Framework. Media campaigns must directly relate to the contractor's prevention Action Plan/Work Plan.

IDPH approved media campaigns should directly support and enhance other Environmental Strategy efforts taking place within the approved IPN prevention Action Plan/Work Plan. For example, if an IPN contractor is working with communities on alcohol density outlets, then the Think Before You Drink media campaign may be a good fit as it complements the direct service work taking place at the individual level.

Note: Media campaigns involve the use of at least three distinct forms of media (e.g. radio, TV, billboards, newspapers, signs, posters, etc.) to distribute the campaign message that are focused on the appropriate population or age group.

Media campaigns are ongoing and should last at least nine months (not consecutive). IDPH requires use of IDPH-created media campaigns to be disseminated. Use of other media campaigns that are well evaluated must be reviewed and approved by IDPH before dissemination.

Media campaign distribution may be counted as direct service when the campaign has been discussed and distributed in person to the group or person who will promote it.

Examples:

- Developing a detailed media plan in collaboration with coalitions or other community stakeholders
- Discussion and distribution of media campaign related signs to stores, businesses, etc.
- Discussion with school principal about media campaign placement within the school building

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Direct service cannot be counted for the following:

- Placing media campaign ads on social media,
- Development of any IDPH media campaign materials (preparing materials, personalizing materials) and
- Contacting media venues for placement on billboards/social media/radio/television, etc.

IAV06 Media Campaign Environmental Process

Technical assistance/consultation services to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations and legislation
- School policies and procedures
- Public policy campaigns
- Substance misuse norms and/or standards

This code is **used only for services leading up to a specific environmental change**. Record the service population and demographics of only the individuals directly receiving the technical assistance are not those who may be reached by the result of the service.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

When the final product/process/policy has been completed, enter the final date of service into REDCap under one of the appropriate environmental codes STV04 – STV05.

IAV07 Problem Gambling Environmental Process

Technical assistance/consultation services to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations
- Community and/or county policies and procedures
- Public policy campaigns
- Problem gambling norms and/or standards

This code is **used only for services leading up to a specific environmental change.** Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.

When the final product/process/policy has been completed, enter the final date of service into REDCap under one of the appropriate environmental codes STV04 – STV05.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

STV03 Preventing Underage Alcoholic Beverage Sales

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This code is specific to Training for Intervention Procedures (TIPS) services for responsible beverage service training. Also includes activities intended to prevent the sale of alcoholic beverages to minors in bars, restaurants, and other establishments and efforts to educate vendors and law enforcement personnel about these issues.

👉 Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:

- TIPS training
- Signage policies
- Social host policies
- Vendor carding
- Working with alcohol beverage vendors (e.g., bars, restaurants) to reduce the sale and consumption of alcoholic beverages by minors

STV04 Establishing ATOD-Free Policies

Established or enhanced school and workplace ATOD-free policies when they are approved for places to be free of ATOD products and use.

👉 Select a Universal Indirect category. Participant demographics are reported as exact counts.

Examples:

- Establishment of ATOD-free school zones
- Establishment of ATOD-free policies for community or county events
- Establishment of ATOD-free workplaces

STV05 Changing Environmental Codes, Ordinances, Regulations, and Legislation

New or changes to local environmental codes, ordinances, regulations, or other laws to reduce the availability of, access to, or incidence or prevalence of substance misuse and/or problem gambling when the policy is approved.

👉 Select a Universal Indirect category. Participant demographics are reported as exact counts.

Examples:

- Business policy changes to reduce ATOD marketing
- Alcohol use restrictions in public places ordinances
- Local zoning ordinances to prohibit new alcohol outlets
- Business policy to include gambling in the workplace
- Local zoning ordinances to reduce the number of existing outlets

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Note: Lobbying is NOT allowed for public employees or for contractors funded with state and federal dollars.

Problem Identification and Referral

Problem Identification and Referral aims to serve those who have participated in illegal or age-inappropriate use of tobacco or alcohol and those who have participated in the first use of illicit drugs, as well as, problem gambling behaviors. **Prevention Specialists who encounter a program participant with needs outside of the primary prevention scope, shall refer this participant onto the appropriate referral source (i.e. guidance counselor, teacher, etc.)** The referral source will determine whether the participant's behavior can be reversed through education. Prevention Specialists will not provide any function designed to determine whether a person is in need of treatment.

Types of services conducted and methods used for implementing this strategy include the following: employee assistance programs (EAP) and minor in possession (MIP) programs.

These funds cannot be used towards services that support Screening, Brief Intervention, Referral to Treatment (SBIRT); including training on or promotion of SBIRT and screening.

STP01 Employee Assistance Program

Technical assistance to workplaces that provide substance misuse and/or problem gambling information for employees with related problems that may be interfering with work performance.

IPN contractors who choose to use this Activity Code for Workplace Training (substance misuse and/or problem gambling) must adhere to the following:

- The training must include a component specific to the businesses' Employee Assistance Program, the process to access services, and the services offered specific to substance misuse and/or problem gambling.
- IPN contractors may not act as the Employee Assistance staff person.

☛ Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:
- Risk reduction education for work-related problems involving substance misuse
- Supervisor training
- Workplace prevention education that includes a strong policy component

STP05 MIP (Minor in Possession) Program Participants

Structured prevention education programs intended to change the behavior of youth and adults who have been involved in the use of alcohol and/or other drugs while operating a motor vehicle or not.

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Note: Operating While Intoxicated (OWI) courses are not included.

☞ Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:
- Court-mandated alcohol/marijuana and other drug awareness and education programs
- Prime for Life & Prime for Life 420

Community-Based Process

Community-Based Process strategies aim to enhance the ability of the community to more effectively provide substance misuse and/or problem gambling prevention services through the establishment of collaborative groups. Services in this strategy align with the Strategic Prevention Framework through **assessing, building capacity, planning, implementing and evaluating** the effectiveness of interagency collaboration, coalition building, and networking. Individuals involved in these strategies are either members of coalitions that represent various groups within the community or are providing support to such collaborative groups.

Note: Direct service hours are not to be used for services performed on behalf of a coalition. Meetings involve a planned agenda with date, location, and time.

☞ Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:
- Assisting coalitions and other collaborators to assess community needs.
- Accessing current and potential services and funding to support coalition Action Plan/Work Plan.

Note: Coalition Action Plan/Work Plan should not mirror the efforts of the IPN prevention agency; however, coalition members may participate in IDPH funded prevention services.

- Training or technical assistance services to the coalition members or chairperson to enhance understanding of ATOD trends and/or problem gambling prevention best practices.

STC08 Technical Assistance

Services pertaining to substance misuse and/or problem gambling prevention activities provided by professional prevention staff.

This service is intended to provide technical guidance to prevention programs, community organizations, and individuals to conduct, strengthen, or enhance activities to promote prevention. Services recorded should be viable technical assistance that will lead to increased effectiveness of the coalition.

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Note: Coalition meetings are entered into REDCap as one-time services. Recurring services involve an enrolled group of people over a fixed period of time with specific criteria for determining completion.

☞ Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:

- Assist in assessing and analyzing local data
- Assist with capacity building
- Guide the development of a logic model, strategic plan, or Action Plan/Work Plan
- Collaborate on the implementation of an Action Plan/Work Plan
- Participate in the review of an evaluation process
- Guide the development of cultural competency and sustainability planning processes

IAC01 Technical Assistance

Online conference call, meeting, or webinar services that are actively provided by professional prevention staff.

These services may be conducted via web conference/telephone and are intended to provide technical guidance to prevention programs, community organizations, and individuals to conduct, strengthen, or enhance activities to promote prevention. **Services recorded under this Activity Type code should be viable technical assistance in place of an in-person meeting.**

Note: Internal agency discussions or cross-collaboration with other IPN contractors would be considered an indirect service.

☞ Select the appropriate Universal Direct, Selective, or Indicated category. Participant demographics are reported as exact counts.

Examples:

- Online/phone technical assistance in meetings for local prevention efforts
- Technical assistance in a coalition meeting through GoToMeeting, Zoom, Skype, or other teleconferencing software
- Providing consultation by phone to another organization on effective implementation of a prevention project

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Demographics

Race

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American – A person having origins in any of the Black racial groups of Africa.

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Some Other Race* includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above.

*'Some Other Race' corresponds to the 'More Than One Race' category in the REDCap Prevention System.

Source: U.S. Census Bureau, https://www.census.gov/topics/population/race/about.html

Hispanic Origin

Hispanic or Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

The U.S. Office of Management and Budget requires federal agencies to use a minimum of two ethnicities in collecting and reporting data: Hispanic or Latino and Not Hispanic or Latino.

Hispanic origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. People who identify their origin as Hispanic, Latino, or Spanish may be of any race.

Source: U.S. Census Bureau, https://www.census.gov/topics/population/hispanic-origin/about.html

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Definitions

Activity Code – The alphanumeric code and description used to designate the prevention service and the type of service and/or method used to implement the service.

Center for Substance Abuse Prevention (CSAP) Strategy - Describes the types of services and strategies that will be provided to the identified focus population.

CSAP has developed six major prevention strategies. These broad categories are used to describe the types of strategies effective in preventing substance use disorders. These categories are:

- **Information Dissemination:** This strategy provides awareness and knowledge on the nature and extent of alcohol, tobacco, and drug use/misuse/addiction, as well as problem gambling and the effects on individuals, families, and communities. It also offers awareness and knowledge of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two.
- **Education**: Education involves two-way communication and interaction between the educator/facilitator and the participants. Activities are intended to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g. of media messages), and systematic judgement abilities.
- **Alternatives:** This strategy provides consultation to groups that offer opportunities for populations of focus to participate in activities that exclude alcohol, other drugs, gambling, etc. The purpose is to discourage substance misuse, problem gambling, or other risky behaviors.
- **Problem Identification and Referral:** This strategy aims to identify individuals who have indulged in illegal or age-inappropriate use of tobacco or alcohol and individuals who have indulged in their first use of illicit drugs, as well as risky problem gambling. The goal is to assess if their behavior can be reversed through education. This strategy does not include any activity to determine whether a person needs treatment.
- **Community-Based Process:** This strategy aims at building community capacity in order to more effectively provide prevention and treatment services for substance use disorders and problem gambling. Activities include organizing, planning, enhancing the efficiency and effectiveness of services, inter-agency collaboration, coalition building, and networking.
- **Environmental:** Environmental strategies establish or change written and unwritten community standards, codes, ordinances, and attitudes, thereby influencing the incidence and prevalence of alcohol, tobacco, and other drugs misuse and/or problem gambling in the population.

County - The County within Iowa where the prevention service was provided. Document where the staff member was located while providing the service, regardless of the location of the service recipient.

Direct Service - Hours spent with the target population. Preparation time, travel time, contract staff training time, and day-to-day business planning are counted as indirect service (see Indirect Service). Direct service hours need to be rounded to the nearest half or whole hour. Direct service hours have a ten-hour maximum per day.

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Direct Service Examples:

- Actively participating in meetings (coalition meetings, subcommittee meetings, one-to-one)
- Developing materials (media or social marketing plans, flyers, brochures, newsletters, articles) using the information dissemination guidelines for activity codes listed in this manual
- Communicating via phone, email, social media or other technology with stakeholders to implement prevention services – when the communication replaces an in-person meeting
- Implementing evidence-based or other curriculum to youth or adults in school or community-based organizations
- Actively participating in public forums or city council meetings to educate and assist with local policy changes

Duration - Direct service hours entered as total minutes; entered as half and whole hour equivalents (e.g., 30, 60, 90).

Evidence-based Program (EBP) - Recurring sequential educational prevention service based on an effectively researched curriculum. Evidence-based programs have been site tested in communities, schools, social service organizations, and workplaces, and have provided solid proof they have prevented or reduced substance misuse and/or problem gambling.

Note: In Iowa, contractors must implement the entire evidence-based program themselves. Time spent sharing information about evidence-based programs or motivating other organizations to implement an evidence-based program is entered as information sharing or technical assistance.

Group Name - The group of individuals who received the service being documented.

Indirect Service - Hours spent to prepare, travel, coordinate a direct service, or train contract staff. These services are part of day-to-day business and planning activities that should not be entered as direct service in REDCap.

Indirect Service Examples:

- Attendance at internal agency, IPN contractor, or Department staff meetings
- Developing PowerPoint presentations for individual staff use
- Distributing prevention materials, packets, or signs
- Monthly paperwork: travel vouchers, progress reports to supervisor (if requested)
- Ongoing communication with and training/guidance from supervisor
- Ongoing paperwork: purchase authorizations, certification renewal, training requests
- Paid time off, including vacation, personal and sick time
- Phone calls, texts, or emails to schedule meeting times, locations, or other logistics
- Preparation for programs and/or meetings: developing agendas, preparing outlines, gathering materials, seeking resources, making copies, preparing paperwork, organizing program locations, times, and attendees
- Quarterly paperwork: reporting assistance, quarterly reports
- Researching or compiling data
- Staff training specific to their role on the grant being billed
- Survey scoring (**if it occurs in an agency and not with community members**)
- Travel to and from trainings and programs
- Weekly/daily paperwork: timesheets, direct service logs, online schedules

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Institute of Medicine (IOM) Classification - The Institute of Medicine (IOM) classifications for classifying prevention services focus on populations with different levels of risk.

- **Indicated** – Activities targeted to individuals identified as having minimal but detectable signs or symptoms foreshadowing disorder or having biological markers indicating predisposition for disorder but not yet meeting diagnostic levels.

- **Selective** – Activities targeted to individuals or a subgroup of a population whose risk of developing a disorder is significantly higher than average.

- **Universal** – Activities targeted to the general public or a whole population group that has not been identified on the basis of individual risk. The Universal IOM is divided into two categories:

    - **Universal Direct –** Interventions directly serve an identifiable group of participants but who have not been identified on the basis of individual risk.

    - **Universal Indirect** – Interventions support population-based programs and environmental strategies.

Staff Name – Refers to the name of the prevention service staff member who provided the service.

Strategic Prevention Framework (SPF) – The Substance Abuse and Mental Health Services Association Strategic Prevention Framework (SPF) is a planning process for preventing substance use and misuse.

The five steps and two guiding principles of SPF offer prevention professionals a comprehensive process for addressing substance misuse and related behavioral health problems facing their communities. The effectiveness of the SPF begins with a clear understanding of community needs and involves community members in all stages of the planning process.

The steps of the SPF include:
- Assessment – What is the problem, and how can I learn more?
- Capacity – What do I have to work with?
- Planning – What should I do and how should I do it?
- Implementation – How can I put my plan into action?
- Evaluation – Is my plan succeeding?

The SPF also includes two guiding principles:
- Sustainability – The process of achieving and maintaining long-term results
- Cultural competence – The ability to interact effectively with members of diverse populations

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Service Populations

- Abuse victims
- Already using substances
- Business and industry
- Children of substance abusers
- Civic groups/coalitions
- College students
- Corrections population
- Drop-outs
- Economically disadvantaged
- Elementary school students
- General population
- Government/elected officials
- Health professionals
- High school students
- Homeless and/or runaway youth
- Law enforcement
- LGBTQ
- Mental health problems
- Middle/junior high school students
- Military
- Not applicable
- Older adults
- Other
- Parents/families
- Physically disabled
- Pregnant women/teens
- Preschool students
- Prevention/treatment professionals
- Religious groups
- Teachers/administrators/counselors
- Violent and delinquent behavior
- Youth/minors

Conclusion

It is the intention of the Department to provide clear guidance on how to enter IPN prevention data into the REDCap system. The REDCap Prevention User Manual was developed and will be periodically updated to assist IPN contractors when entering their prevention services. By capturing the prevention work and services taking place throughout Iowa, we are able to accurately display the lives positively impacted by substance misuse and/or problem gambling prevention services.

We sincerely thank you and acknowledge your hard work and dedication to protecting and improving the health of Iowans.

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